



-SPECIAL EVENT-

EMERGENCY MEDICAL SERVICES PLANNING

City of Indianapolis
Department of Code Enforcement





As an event planner it is imperative to plan for the health, safety and welfare of those in attendance at your function!

Planning The **EMERGENCY** **MEDICAL SERVICES** For Your Special Event

**Contact the Department of Code
Enforcement Special Events at**

317-327-4849 or

**deann.milliken@indy.gov to coordinate a
preliminary planning discussion
regarding your event.**

The modern and historic mix of Indianapolis brings hundreds of special events to the area each year, drawing thousands of participants. Persons come from all over the world to participate, attend, learn, and enjoy the many events that are offered.

A critical facet of being an event planner includes ensuring the health and safety of all involved.

This information is intended to aid you in the preparation and planning phase as they pertain to first aid and emergency medical needs. You are encouraged to read the information and ensure that emergency medical services take top billing when planning your event.



Event Planning Self-Assessment

There are important questions to ask of yourself or your organization prior to the event to aid in planning.

What are your First Aid needs?

-How many people are expected to attend your event? Needs vary based on number of attendees, as an event increases in participants the services required increase as well.

-Is your event during the day or at night?

-What type of and how much lighting is available at the site?

-What are the demographics of your anticipated audience?

-Are there any identifiable health needs that should be considered in advance?

-What season or time of year is the event occurring?

-Will the event be indoors, outdoors or a hybrid?

-Will the event last, hours, days....duration is important when requesting services.

-Is alcohol being served and what is the expected use?

-Is the event in a single location or will it utilize a route or multiple sites?

-Is this a competition or sporting event?

-Does the event contain strenuous or physically challenging components for participants?

What levels of Medical Service are available?

-Basic Life Support

Basic first aid can be a fixed station, mobile two person teams or a BLS transporting ambulance. They are staffed by an Emergency Medical Technician(s)-Basic. The basic first aid station has the ability to access 911 or dispatch center, handle the first few minutes of any major medical or traumatic event, and conduct CPR. It is stocked with basic supplies such as bandages and first aid equipment.

-Advanced Life Support

Advanced Life Support can be fixed station, mobile one or two person teams, or a transporting ambulance. They are staffed with a EMT-Paramedic at a minimum. They have all of the capabilities of the Basic Life support counterpart but have additional supplies, equipment and medications on hand. Also the personnel have the ability to perform more advanced skills relating to medical and traumatic emergencies.

-Aid Station with Physician

This is a fixed site with all of the capabilities of the base station type listed above. The station includes a Physician licensed to practice medicine in the state of Indiana.

Emergency Medical Services Resource Table

The resource table below has been carefully constructed to assist you in the selection of the appropriate level and type of medical services for your special event.

| EVENT TYPE | Expected Attendance | 911 Access Capability and CPR | Basic First Aid Station | First Aid Station with Physician | BLS Ambulance | ALS Ambulance | Mobile Teams |
|--|---------------------|-------------------------------|-------------------------|----------------------------------|---------------|---------------|--------------|
| Concert/ Music Festival/Block Party/Street Fair/Outside Venue | Less than 2,500 | X | X | | O | | |
| | 2,500 to 15,500 | X | | | X | O | |
| | 15,500 to 50,000 | X | | O | X | X | X |
| | Over 50,000 | X | | X | X | X | X |
| Athletic/ Sporting Event | Less than 2,500 | X | X | | | | |
| | 2,500 to 15,500 | X | | O | X | O | |
| | 15,500 to 50,000 | X | | X | X | X | X |
| | Over 50,000 | X | | X | X | X | X |
| Parade | Less than 2,500 | X | X | | | | |
| | 2,500 to 15,500 | X | X | | X | O | |
| | 15,500 to 50,000 | X | | O | X | X | X |
| | Over 50,000 | X | | O | X | X | X |
| Conference/ Convention | Less than 2,500 | X | X | | | | |
| | 2,500 to 15,500 | X | X | | O | | |
| | 15,500 to 50,000 | X | | | X | O | X |
| | Over 50,000 | X | | O | X | X | X |

X = Strongly Recommended Resource

O = Optional Resource